

CONFIDENTIAL

Weekly Report for Week Ending 20 August 1958  
from  
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 18 actions requiring the printing of 434,900 copies or sets of blank forms. This represents a decrease in the number of actions and an increase in the number of copies as compared to the FY 59 weekly average of 22 actions and 391,196 copies.
- (2) Six new and 5 revised forms were approved.
- (3) A form designed for the Office of Logistics (reported last week as replacing 5 bootleg forms) has been extended in scope to include obsolescence of 2 Agency forms. [redacted]

25X1A9A

b. Intangible

- (1) In accordance with instruction from Mr. [redacted] all copies of the Machine Listing of Overseas Forms have been released with the exception of sixteen copies for Mr. [redacted] Mr. [redacted] 25X1A9A [redacted] copies are being held pending his clearance of the coordination of the Security Notice bearing on Overseas Forms. This Notice is also to be coordinated with this Branch. [redacted] 25X1A9A
- (2) A bootleg form used by OSI was redesigned and reduced in size from 8" x 14" to 8" x 5". [redacted] 25X1A9A
- (3) Evaluated four employee suggestions [redacted] 25X1A9A

2. Assignments

a. Active

- (1) Agency Chain Envelope [redacted] 25X1A9A
- (2) Seven Employee Suggestions are being evaluated. 25X1A9A
- (3) Travel Order Revision [redacted]
- (4) Eleven new and 9 revised forms are pending.
- (5) Forms aspect of the Pouch Project [redacted] 25X1A9A
- (6) Printing Services Division Survey [redacted]

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[redacted]  
Acting Chief, Forms Management Branch

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[redacted]  
report for  
Week Ending Wednesday, 20 August 1958

CONTRIBUTIONS

Intangible

Angle Steel Company's Mail Sorting File #3370, recommended by this Staff (vjb-2), was installed in OCR, Documents Division, Processing Branch and was put into operation this week. The advantages realized include:

1. Released 15 square feet of floor space, enabling OCR/DD to release some of its office space to a new operation recently delegated to OCR.
2. Reduced by 174 cubic feet the mail sorting equipment in the office.
3. Mail sorting operation is more efficient. Considered 25% faster & easier.
4. Office area is much neater. Work area has more light and better air circulation, two constant problems in that "skating rink" building.
5. Morale is higher. Personnel are pleased and impressed with installation.
6. This unit, first in CIA and only one in Metropolitan area, is of heavier steel and about \$20 more costly than lighter units installed for Cable Secretariat and Supply Control offices, and will serve as pilot model for this Staff's future study of equipment needed in processing heavy, bulky documents.

ASSIGNMENTS

Active

- vjb-3 --- File Cleanup Campaign  
a. Proofread final Staff Study for presentation to C/Mgt/S
- vjb-7 --- [redacted]  
a. Re-edited Chapter One and drafted Attachment 1.
- vjb-8 --- Reorganization of Regulation Manuals  
a. Proposal for new filing system and review of manuals given Mr. [redacted]

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Inactive

- vjb-1 --- Unused Safes. Awaiting ARO actions.  
vjb-5 --- GSA Safe Swap. Awaiting GSA meeting.

TRAINING

None.

NEWS

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Took Annual Leave Wed. Thurs. & Fri., 13-15 Aug.

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